Self-motivated Stenographer bringing extensive background in transcription and administrative roles within legal settings. Highly-knowledgeable individual with Type certification employing strong work ethic, strict adherence to confidentiality and in-depth understanding of legal terminology.
Dedicated Industry professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Work History

2019-02 - 2021-12

Stenographer

Federal Board Of Revenue, Hyderabad, PAKISTAN

- Conducted transcription, court reporting, closed captioning and Communications Access Realtime Reporting (CART).
- Conducted transcription for legal proceedings, public service events and corporate meetings.
- Recounted previously recorded information to provide reference for proposed question or subject matter.
- Reviewed transcriptions for accuracy in grammar, punctuation and spelling.
- Identified participants by name to facilitate reporting.
- Prepare case with relation to Income U/S 221 (5A) prejudicial to revenue, Issued reminders, notices on various inquiries.
- Obtained online verification of record by using IRIS

2016-07 - 2018-12

Admin and Procurement Officer (NGO)

SSYDO Qasimabad, Hyderabad, Pakistan

- Worked with customers to understand needs and provide excellent service.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Identified issues, analyzed information and provided solutions to problems.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working

Naeem Ahmed Pathan

Personal Assistant / Admin / Office Secretary

Contact

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C/14-3084, Khair Shah Jo Pir
Near Timber Market
Hyderabad
Hyderabad, Pakistan, 71000

Phone
+923362201440

E-mail
pathannaeem991@gmail.com

Skills

Active listener
Upper intermediate

Effective conflict resolution
Intermediate

Sound judgment
Intermediate

Read back verbatim

environment.

- Delivered services to customer locations within specific timeframes.
- Used Microsoft Word and other software tools to create documents and other communications.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Developed and maintained courteous and effective working relationships.
- Developed team communications and information for meetings.
- Worked flexible hours across night, weekend and holiday shifts.
- Offered friendly and efficient service to customers, handled challenging situations with ease.
- Use administrative responsibilities by using skill and tools.
- Increases the enrolment and raised the funds by social mobilisation with two districts Sanghar and Mirpurkhas.

2012-02 - 2015-12

As Lecturer and Deputy Head School

Bright Futurr School And College, Air Foundation School, Hyderabad, Pakistan

- Devoted special emphasis to punctuality and worked to maintain outstanding attendance record.
- Used Microsoft Word and other software tools to create documents and other communications.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.

2007-03 - 2010-12

Peronal Assistant

Board Of Revenue Hyderabad, Hyderabad, PAKISTAN

2005-06 - 2007-11

Junior Administrator

Strengthening Participatory Organization, Hyderabad, PAKISTAN

- Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.

Intermediate

Languages

SINDH, URDU AND .ENGLISH

- Coordinated with human resources department to handle payroll and personnel databases.
- Completed forms and reports to facilitate admission, transfer or discharge.
- Computerized office activities, maintained customer communications and tracked records through delivery.
- Managed company schedule to coordinate calendar and arrange travel.
- Daily correspondence , checking emails
- Capacity building.
- Need base assesment report..

Education

2005-03 - 2007-12

Bachelor Of Arts: ENGLISH Islamic Studies Islamic Hostory And PoliticalScience

University of Sindh - JAMSHORO

1991-11 - 1994-12

SSC : Englisg, Math, Physic And Chemistry

Government Elementary Boys High School - Hyderabad

1994-11 - 1996-12

HSC: English Math Physics And Chemistry

Government Muslim Science College - Hyderabad

Certifications

2019-06 Oracle DBA

Interests

Writing, reading, researching, sports and debating